

POSITION DESCRIPTION FOR CASE MANAGER (CORRECTIONAL TREATMENT SPECIALIST)

INTRODUCTION

This position is located in Naval Consolidated Brig Miramar, Prisoner Management Department, B1 Housing Unit, which is an adult corrections facility (primarily male), where up to a maximum of 400 persons, may be confined to serve up to seven year sentences imposed by appropriate military authority. The incumbent is manager of prisoner treatment and military programs as delivered by self and subordinate counseling staff to approximately 80 prisoners. Incumbent is supervised by the Prisoner Management Director. The treatment program at the consolidated brig is the principle instrument by which the mission of restoration or release is accomplished. In light of this, the case manager's role is critical to the successful accomplishment of that mission.

MAJOR DUTIES

Incumbent functions as a professional treatment manager, exercising professional skill and independent judgment in the diagnostic evaluation and planned treatment of the prisoner's problems. As such, incumbent performs the following tasks:

- Plans and develops prisoner needs evaluations and treatment programs to meet those needs through and in conjunction with subordinate staff. Develops initial summary of prisoner's needs and assigns cases to subordinates based upon results of needs evaluation. Monitors prisoner progress by consultation with counselors and makes treatment decisions in consultation with counselors and supervisors.
- Depending upon facility loading, supervises 1 civilian counselor, 2-3 military unit supervisors and 5-10 military collateral duty counselors/quarters supervisors in the treatment of prisoners. Incumbent approves leave and writes evaluations for military subordinates. Evaluates subordinates and leads through direction, consultation and example. Provides guidance, support, advice, instruction and discipline when and where necessary. Assists counselors in case evaluation and service delivery as necessary. Meets with counseling staff on a regular basis to discuss cases and to keep self informed of developments therein. Schedules treatment team meeting and coordinates with team members to ensure teams provide accurate assessments and workable treatment plans. Interprets policy and procedure for subordinates in accordance with guidance from supervisor and higher headquarters.
- Provides one-on-one counseling to prisoners in those difficult cases where such is appropriate as determined by treatment needs which require incumbents special skills and/or level of expertise. These cases involve sociopathic personalities who react to their circumstances with impulsive behavior. Periodically meets with prisoners/clients to ensure counseling is being received as planned. Monitors counselor's counseling records to ensure regular counseling sessions of adequate quality to accomplish treatment goals.
- Prepares all reports, briefs and other such documents as required by superiors and Navy policy.

Advises superiors in matters of prisoner treatment and counseling needs. Maintains liaison with security and other parties affected by or affecting prisoner treatments in order to balance legitimate treatment needs with those of other operations within the brig.

- Maintains or ensures the maintenance of, in a secure and retrievable form, all records, reports and other documents related to prisoner counseling and treatment in general. Provides documents only to authorized users.

- Performs other tasks as directed by supervisor.

FACTOR 1. Knowledge Required by the Position

Knowledge of current correctional treatment methods. Professional knowledge of case evaluation, interviewing techniques, staff supervision and performance evaluation. Knowledge of Federal statutes, Navy policy and regulations and all other appropriate law and policy relating to the treatment of offenders and the management of staff. Ability to supervise subordinates in a productive manner and to coordinate efforts of diverse individuals and agencies in order to meet treatment goals. Ability to deal with superiors, peers, subordinates, prisoners and others in a positive manner.

FACTOR 2. Supervisory Controls

Supervisor provides general supervision by ensuring the incumbent's decision and activities are in accord with overall brig policy and the principles of sound, effective case management. Incumbent typically makes independent professional judgments in rendering services to staff and prisoners. Exercises substantial latitude in making decisions on routine operations but obtains approval of supervisor for any substantial departures from established policy and procedure. Supervisor evaluates subordinate based on the quantity and quality of results achieved.

FACTOR 3. Guidelines

Guidelines are established by Federal law, Department of Defense and Navy regulations and procedures including those of the brig. Guidelines are also embodied in established treatment theory and practice. Incumbent exercises substantial independent judgment in applying existing guidelines and establishing new guidelines. SECNAVINST 1640.9B is the primary reference for all Navy correction facilities.

FACTOR 4. Complexity

Assignment involves relatively independent planning, evaluation, supervision and delivery of treatment services. Identification of needs requires substantial professional expertise and is frequently difficult as are other activities associated with position. Considerable originality and initiative are required in the daily performance of tasks.

FACTOR 5. Scope and Effect

Work is for the purpose of managing counseling unit, assessing treatment needs of prisoners and ensuring delivery of service to those prisoners. Successful performance of tasks is essential to accomplishment of brig mission which is largely treatment oriented in nature.

FACTOR 6. Personal Contacts

Contacts are subordinates, prisoners, department heads and other interested staff in addition to representatives of other Federal and DOD agencies and private concerns who have an impact upon brig treatment programs. Contacts are in person, by telephone and in writing.

FACTOR 7. Purpose of Contacts

Contacts are necessary for treatment needs assessment and delivery. Considerable skill is necessary in dealing with contacts due to the nature of the service rendered prisoners and the education and professional status of contacts.

FACTOR 8. Physical Demands

Routine movement throughout work spaces and carrying light objects may be required in this position but it is not considered physically demanding. Physical activity is limited to that amount of walking, standing and sitting typical of administrative positions in a correctional setting. No physical demands beyond those satisfied by good basic health are anticipated; however, tuberculosis and blood borne pathogens are considered potential hazards in a correctional setting. Hepatitis vaccinations are available to all staff. This is a Law Enforcement Retirement System position.

FACTOR 9. Work Environment

Incumbent observes normal safety and personal and institutional security precautions while working throughout brig. Contact with prisoners is direct, routine and may be heavy. Regular office spaces are located within the prisoner housing unit. Occasional nationwide travel may be required.